

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Thursday, February 26, 2009

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of January 22, 2009.
 1. Review minutes of:
 - a. Housing Authority (2/16/09).

Communications

2. Communication from Supervisor Pat Wetzel re: Request for video access of full Brown County Board of Supervisors meeting on the official Brown County website. (Referred from January County Board.)
3. Communication from Supervisor Norb Dantinne re: Review the process Brown County Highway uses to purchase gravel, sand, etc. (Referred from January County Board.)
4. Communication from Supervisor Norb Dantinne re: Review the process used to purchase medical supplies. (Referred from January County Board.)
5. Communication from Supervisor Pat Evans re: Request an accounting of the County Staff and specifically of Planner Cole Runge's involvement with the City of Green Bay Military Avenue construction project. How much time and County resources were allocated to this project? How much has the City of Green Bay been invoiced for County services? (Referred from February County Board.)
6. Communication from Supervisor Bernie Erickson re: In the spirit of the stimulus package, Erickson recommends that Brown County purchase all goods and services from local companies and vendors within Brown County, whenever possible. If said goods and services are not available within Brown County then such purchases should be made within the state of Wisconsin before going elsewhere. A policy of this nature will help to strengthen the local economy. (Referred from February County Board.)
7. Communication from Supervisor Norb Dantinne re: Check to see if Lutheran Social Services is getting paid double from the County and State for placement of sex offenders. (Referred from February County Board.)

Dept. of Administration

8. Presentation by PFM for 2009 Bond Financing (Handout to be distributed at meeting.)
9. Initial Resolutions Authorizing the Issuance of Not to Exceed \$12,910,000 Corporate Purpose General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times.
 - a. Information Services – Initial Resolution Authorizing General Obligation Bonds In an Amount Not to Exceed \$2,160,000.
 - b. Facilities Management – Initial Resolution Authorizing General Obligation Bonds In an Amount Not to Exceed \$660,000.
10. Grant Application Log for month of February 2009.
11. Vehicle Listing December 31, 2008.

Carry-overs

12. Administrative Services Division 2008 to 2009 Carry-over Funds.

Human Resources

13. Human Resources Activity Report for January 2009.
14. Recommendations for Security Program Implementation.

Child Support Agency - No agenda items.

Corporation Counsel - No agenda items.

County Clerk – No agenda items.

Facility Management - No agenda items.

Treasurer – No agenda items.

Other

15. Audit of bills.
16. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda

Word97/agendas/admin/February26_2009.doc

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular and budget meeting of the **Brown County Administration Committee** was held on Thursday, January 22, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Chair; Patty Hoeft, Jack Kruger, Tony Theisen
Excused: Andy Williams
Also Present: Supervisors Nicholson/Scray/Zima
Debbie Klarkowski, Don VanderKelen, Lynn VandenLangenberg
Bill Dowell, Jayme Sellen, Darlene Marcelle, Sandy Juno
Kerry Blaney
Rob Strong – City of Green Bay; Greg Geiser
Other Interested Parties

- I. **Call Meeting to Order:**
The meeting was called to order by Chairman Tom Lund at 5:30 p.m.
 - II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve the agenda. MOTION APPROVED UNANIMOUSLY
 - III. **Approve/Modify Minutes of December 18, 2008:**
Page 2, item #3 Motion made by Theisen and Warpinski – Warpinski is not on this committee. Should be Williams

Page 7, Item #24. Motion made by Krueger and Krueger – Should be Krueger and Theisen

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve as amended. MOTION APPROVED UNANIMOUSLY
1. **Review Minutes of:**
 - a. **Housing Authority (11/17/08 & 12/15/08)**
 - b. **Equal Opportunity in Housing Commission (5/30/09)**
Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file #1 a & b. MOTION APPROVED UNANIMOUSLY

Communications:

2. **Discussion re: Re-establishing Facility Master Plan Sub-Committee. (Members who have volunteered: Carole Andrews, Mike Fleck, & Pat Wetzel):**

Chairman Lund indicated that Supervisors Krueger and Warpinski have also volunteered to serve on this committee, along with Supervisors Andrews, Fleck, and Wetzel.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Steve Fewell re: to have Human Resources and Mental Health Staff develop a Safety Policy regarding the number of hours that an employee can be allowed to work to guarantee client safety. (Held from previous meeting):**

Debbie Klarkowski of Human Resources noted that this item will be addressed at the Human Services Committee meeting on Wednesday, January 28th.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file.. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Andy Nicholson re: To create a County Policy to return unused Housing Vouchers. (Held from previous meeting):**

At the December meeting Supervisor Nicholson requested further input from the Housing Authority regarding the issue of Unused Housing Vouchers.

Rob Strong of the City of Green Bay Housing Authority explained the process for which vouchers are funded, stating that use of vouchers is limited not only by the number available, but by the Housing Assistance payment dollars available to fund the vouchers in use. At this time Brown County has 3,234 vouchers available, and is currently using about 2,850, however, they are utilizing all of the available HAP funding and would not be able to assist a significantly larger number of vouchers.

Strong stated that nearly all Housing Authorities across the country are in the same voucher/funding usage situation Brown County is in, indicating there is not great need by other areas for vouchers to be given back. In addition, Strong stated that HUD is not currently allowing Housing Authorities to give vouchers back, that only partial transfers within the same jurisdiction of the County are allowed. Even if Brown County could give vouchers back, it would result in less HAP funding for the vouchers Brown County is currently utilizing, meaning Brown County would have to reduce utilization more to match the lower funding. There would be very little chance of ever getting the vouchers back and the funding would be lost. Giving back vouchers would indicate that Brown County does not have a need for the funding/vouchers currently used, which is not true

Greg Geiser further explained that provision of housing vouchers helps families and individuals to achieve self-sufficiency and affords families and individuals stable housing. He sees the program as underfunded for the need at this time. (See attachment)

(Supervisor Hoeft arrived 5:40 p.m.)

County Board Chairman Guy Zima stated that as an observer of the program for over 30 years, it his opinion that in the beginning the truly needy of the local area were served, however, over the years he has concerns that the program has changed and that it is now attracting negative/criminal type persons from other areas to our community to freeloader. He recommended that Brown County wean themselves from the program and not pursue further funding from the government.

Supervisor Theisen stated that he has had many conversations with former Housing Authority Director Keith Pamperin about the program. Better screening practices were put into place and priorities set to include preferences for Brown County residents including elderly, families with children, and veterans. There is a 600 unit waiting list.

Chairman Lund noted that it seems there are "pockets of poverty" in the City where there is housing for those on the program. Mr. Strong agreed there are neighborhoods where there are numbers higher than acceptable and an effort is being made to correct this.

Supervisor Krueger stated that in conversations with people in the program in his area he has found they come here for better jobs, safety for themselves and their children, etc, rarely for the housing program. He pointed out that the program has aided in the housing available because of the inspections that are required. In his opinion the voucher choice program has overall been a positive influence in the community.

Chairman Lund suggested that the program establish goals so that a policy can be drafted and approved to better serve people throughout the County, rather than in certain pockets. In addition, Supervisor Nicholson requested that the Housing Authority report to this committee on a regular basis.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to suspend the rules to allow interested parties to speak.

MOTION APPROVED UNANIMOUSLY

Tina Geronimy

Ms. Geronimy stated that homelessness can happen to anyone especially in these times of job loss and home foreclosures. She has been a life time resident of Brown County and a recipient of the program. She does not agree with comments that people come to this area just for the program and is offended by comments which refer to recipients as "them". With help from the program, she now has a job and a home.

**Alison Draheim – Homeless & At Risk Coordinator,
Green Bay School System**

Ms. Draheim stated that the people she works with on a daily basis almost never come to the Green Bay area for the voucher program, but instead for the school system, safety issues, have friends and relatives here, etc. Most of the families on the voucher program have attended the self-sufficiency program and have lived here for many years. She stated there are 450 homeless children registered in the school system this year. About 90% are single parents, with

96% single moms because of divorce, depression, alcohol or drug issues, etc. Most are embarrassed they are in this situation.

As there is a 6 to 9 month waiting list to get on the voucher program, Supervisor Theisen asked where they are living. Ms. Draheim indicated that many families are doubled up, some are living in cars, at shelters, some use other agencies to help them.

Michael Paprocki – Basten Street, Green Bay

Mr. Paprocki is a long time resident of the Green Bay area and a housing choice voucher recipient because of mental illness. He is an advocate for the homeless, being involved with the JOSHUA program and other religious based organizations. He makes \$5.35 an hour, however, with housing assistance can make it. He expressed concerns with the perception held by the City Council and the County Board members who refer to recipients of the program as "those people".

Kathy McMurray – President Brown County Homeless & Housing Coalition

Ms. McMurray stated that homelessness is an issue throughout the state, that affordable housing affects 40% of renters and many cannot afford a 2 bedroom unit at the fair market rent. The Housing Choice Voucher Program allows people to find affordable housing or there would be even more homelessness. It also affords people the opportunity to have safe housing so that they can work on other issues and prevents the homeless shelters from growing more rapidly because people are able to stabilize in a shelter and move on to subsidized housing, and eventually home ownership.

Paul Kosmoski

Mr. Kosmoski is an apartment building owner. He is a member of the Brown County Multi-Family Association. He is willing to do whatever he can to gather information to solve the problem of homelessness.

Jerry Kohlberg – Manager of Meadows North-Van Deuren Street, Green Bay

Mr. Kohlberg manages 101 apartments which use HUD guidelines. He stated there is a big demand for low income, assisted housing.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Supervisor Hoeft asked just what Supervisor Nicholson's purpose is in asking for a reduction and a return of unused housing vouchers, noting that it appears there is a definite need. Supervisor Lund stated it appears the concern is the pockets of poverty, while Supervisor Theisen explained that Nicholson appears to be of the opinion that return of unused vouchers is a way to control the program. Theisen stated that Information presented has informed the committee that it is not the number of vouchers unused, but rather the amount of funding granted. With a waiting list of 600, he recommended better screening so that the most needy are served.

Supervisor Lund suggested that the Housing Authority return in one month with further information relative to the parameters of the program, along with a history.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to refer to staff to return with parameters.

Further discussion resulted in the consensus that if unused vouchers cannot be legally returned, it is a mute issue to return with parameters.

MOTION WITHDRAWN

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

5. **Communication from Supervisor Tom Lund re: To look at the overtime budget and temporary help budget in the CTC for efficiencies. (Held from previous meeting):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to hold for one month. MOTION APPROVED UNANIMOUSLY

6. **Communication from Supervisor Steve Fewell re: To have Human Resources and Mental Health Staff review the staff analyses completed by Human Resources. (Held from previous meeting):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Communication from Supervisor Tom Lund re: Asking that Administration look into the policy protecting Brown County workers from external and internal threats on the job. (Held from previous meeting):**

Debbie Klarkowski reported that the Risk Administrator is reviewing this issue, along with the safety policy, and will have a report at the February meeting.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to hold for February meeting. MOTION APPROVED UNANIMOUSLY

8. **Communication from Supervisor Johnson re: Request to review the bidding and award process in new construction projects. (Held from November meeting to January meeting):**

Supervisor Johnson was not available. Although Kurt Hagerty was present to discuss the issue, the recommendation was to receive it and suggested that Supervisor Johnson contact Purchasing to explain her concerns.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. **Communication from Supervisor Knier re: Disallowance of claim resolutions, shall provide information on the circumstances of the claim. (Held from November meeting to January meeting):**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. **Communication from Supervisor Scray re: Given current economic conditions, and some dire predictions by noted economists, Brown County should develop emergency fiscal plans reflecting possible declines of up to a 30% loss in annual revenue. Due date for the end of April of this year. (Referred from December County Board):**

Supervisor Scray explained her concerns with the economy and the effect it could have on County operation. She suggested that the County re-organize and cross train throughout the departments in order to develop an emergency plan. Lynn VandenLangenberg stated that a review of other municipalities shows that they are reviewing functions in the various departments, separating the duties between what is mandated and what is not. She informed the committee that the management team is also discussing various ideas for better operation.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to refer to staff to continue review. MOTION APPROVED UNANIMOUSLY

County Clerk:

11. **Request of Brown County Clerk to fill the position of Account Clerk I due to a retirement effective January 23, 2006:**

Darlene Marcelle explained that due to a retirement, the position of Account Clerk I will be vacant. Debbie Klarkowski informed her that an analysis will need to be done by Human Resources and if determined that the position should be filled, it will be posted for hiring.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to refer to Human Resources. MOTION APPROVED UNANIMOUSLY

12. **Budget Status Financial Report not available:
No Action**

Facility Management:

13. **Action to approve low bid on Computer Room Fire Suppression System (attachment):**

Bids were received from Cintas Fire Protection, Reeke Marold, Simplex Grinnell, and Van's Fire & Safety for a fire suppression system at the Sophie Beaumont Building. Staff recommendation is to award the bid to Van's Fire & Safety in the amount of \$37,500.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve the low bid of Van's Fire & Safety in the amount of \$37,500.

Ayes: Hoeft, Krueger, Theisen

Abstain: Lund

MOTION APPROVED 3-1

14. **Budget Status Financial Report for November 30, 2008:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Treasurer:

15. **Treasurer's Financial Report:**

The report as included in packet material was reviewed and recommended for receipt.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

16. **Budget Status Financial Report for November 2008:**

Kerry Blaney reported that net revenues have exceeded year to date budget by \$433,572. Though interest has declined since the beginning of 2008, he is hopeful to be on target at year end. Expenses were \$39,361 less than budget.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

17. **Human Resources Monthly Committee Report (December 2008):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. **Budget Status Financial Report for November 30, 2008:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Department of Administration:

19. **Grant Application Log for month of January 2008:**

Lynn VandenLangenberg reported that all cost categories are within budget.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

20. **Grant Application Approval Process:**

Changes to the County Code relative to the grant application process were reviewed and recommended for approval.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

21. **Vehicle Policy Update (to be distributed at meeting):**

A draft document relative to vehicle replacement and additions presented by Ms. VandenLangenberg was reviewed (attached). Changes were suggested by Supervisor Krueger and the committee and a recommendation made to bring back at the February meeting.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to bring back in February. MOTION APPROVED UNANIMOUSLY

22. 2008 Budget Transfer Log:

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

23. Budget Status Financial Report for November 30, 2008:

Year to date savings of \$143,099 in salaries and fringe due to LTE help for new ERP system was noted, in addition to a year to date savings of \$63,508 in contracted services.

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

24. Information Services – Budget Status Financial Report for November, 2008:

It was noted that outlay is over budget year to date but is expected to level out by year end.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

Child Support Agency – Budget Financial Status Report not available. No other agenda items

Corporation Counsel – Budget Financial Status Report not available. No other agenda items

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

25. Audit of Bills:

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve payment of bills. MOTION APPROVED UNANIMOUSLY

26. Such Other Matters as Authorized by Law:

None

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to adjourn at 8:35 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

VOTE NO TO "GIVE BACK" BROWN COUNTY HOUSING CHOICE VOUCHERS

Impact of adopting a resolution to reduce the number of Housing Choice Vouchers in Brown County:

- **Use of vouchers is limited not only by the number available; but by the Housing Assistance Payment dollars available to fund the vouchers in use**
 - o Brown County has 3234 available, and is currently using about 2850 vouchers; however BC is currently utilizing all of the available HAP funding and would not be able to assist a significantly larger number of vouchers*
- **According to the HUD Division Director of Finance:**
 - o Nearly all housing authorities across the country are in the same voucher / funding usage situation Brown County is in (marked above with an asterisk)
 - This indicates there is no great need by other areas for vouchers to be given back.
 - o HUD is not currently allowing HA's to "give back" vouchers
 - Only "partial transfers" within the same jurisdiction (Brown County) are allowed, and only BCHA operates in Brown County (couldn't give back to self)
 - o Even if Brown County could "give back" vouchers:
 - It would result in less HAP funding for the vouchers Brown County is currently utilizing (meaning Brown County would have to reduce utilization more to match the lower funding)
 - There would be very little chance of ever getting back the vouchers or the funding lost.
 - In effect, giving back vouchers would indicate Brown County does not have a need for the funding/vouchers we currently have and never will – This simply is not true!

Housing Choice Vouchers Help Families and Individuals Achieve Self-sufficiency

- o Stable housing affords families and individuals the time and opportunity to focus on other barriers to self-sufficiency.

Housing Choice Vouchers Help Families and Individuals Access and Maintain Housing

- o Housing Choice Vouchers provide affordable housing options for citizens not currently earning a living wage
 - November unemployment in Green Bay grew to 7.6%, up 1.4% vs. 1 yr ago.
 - In Brown County, rent affordable at minimum wage is \$338, however, fair market rents are: zero-bedroom unit = \$521; one-bedroom unit = \$533; 2-bedroom unit = \$671; 3-bedroom unit = \$943; 4-bedroom unit = \$972*
 - In Brown County, 40 percent of renters are unable to afford a 2-bedroom unit at fair market rent*

*National Low Income Housing Coalition

(A)

TH

USE OF COUNTY VEHICLES

NUMBER: A-xx

EFFECTIVE: TBD

REPLACES: None

RELATED POLICIES: Vehicle Replacement & Additions

DEFINITION: County vehicles include any vehicle titled to Brown County; however, this policy does not cover Sheriff Department cars, Highway Department heavy equipment, or other special equipped vehicles.

POLICY: It shall be administrative policy that any use of a county-owned vehicle by a county employee shall require prior approval as follows:

- a) Approval by Department Head for general use during regular business hours for routine work-related duties requiring travel to conduct official County business. Department Head shall develop a department specific policy identifying the routine work-related duties.
- b) Approval by Department Head for non-routine or one-time use of vehicles outside of normal business hours on a non-routine basis to conduct official County business. Employees may take a county vehicle home for one night when attendance at an off-site meeting takes place after or prior to normal working hours or there is documented benefit to the County (for example, time saved due to location of off-site meeting in relation to employee's residence).
- c) Commuting in county vehicles is prohibited unless specific approval has been granted. Approval must be granted by both the Department Head and County Executive for assignment of a vehicle to an employee for commuting to and/or from his or her residence and the assigned work site. The Department Head must demonstrate that there is a compelling benefit to the County and must provide documentation justifying that benefit for approval or denial by the Executive. Prior to assigning the vehicle, written approval by the Executive must be obtained.

PROCEDURE: Rules for Eligible Drivers:

1. All drivers must hold a valid Wisconsin state driver's license.
2. Drivers must qualify for the Brown County's Drivers List. A qualified driver is required to have, and maintain, a good driving record. The record will be reviewed by Human Resources. Any changes to the driver's record shall be reported to the supervisor and Human Resources; and may result in becoming unqualified. (See vehicle use agreement.)
3. Drivers are required to follow all rules and regulations for safe driving as defined by the State of Wisconsin. Use of seatbelts by the driver and all

passengers is required. Use of a cellular phone while driving is strongly discouraged.

4. Smoking in any County vehicle is prohibited.

Rules for Vehicle Operation:

1. Every vehicle will have a mileage log to be completed for each trip. The log will include the beginning mileage (to be filled out prior to departure), ending mileage (to be filled out upon return), destination, and purpose.
2. The mileage log will begin on the first day of the month and be maintained in the vehicle until the last day of the month. The mileage log is then turned into the department head who will review the usage. The department head will be responsible for the mileage logs for subsequent review and/or audit of the vehicle usage.
3. The driver will ensure the vehicle is properly maintained and will report any maintenance requirements.
4. Drivers must turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
5. Unauthorized passengers, including family members, are not permitted in the vehicle.
6. Any accident that should occur shall be reported to the department head and the Risk Manager.
7. Drivers who incur parking or other fines while driving a County vehicle will be personally responsible for payment.
8. Departments may have internal requirements that are more specific than the County policy. Drivers from those departments are required to comply with the given department requirements.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, February 16, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Darlene Hallet -Chair, Michael Welch -Vice Chair, Tom Diedrick,
Paul Kendle, Rich Alcher

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 15, 2008, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. January 9, 2009, letter from HUD approving funding of \$129,497.00 to the Housing Choice Voucher Family Self-Sufficiency program.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs
 - F. SEMAP Monitoring Report
 - G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - H. Report on the Housing Choice Voucher Home Ownership Option.
4. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

OLD BUSINESS:

5. Report of Humboldt Height police calls (Project Based Application).
6. Concentration of HCV Program Participants Report.

NEW BUSINESS:

7. Review and approval of Resolution No. 09-01, certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2008.
8. Review and possible action on Family Self Sufficiency Program Action Plan.
9. Review and action on a request for funding for two BCHA sponsored Landlord Training Sessions in FY 2009, in the amount of \$5,000.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

Any person wishing to attend whom, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting, so that arrangements can be made.

5b

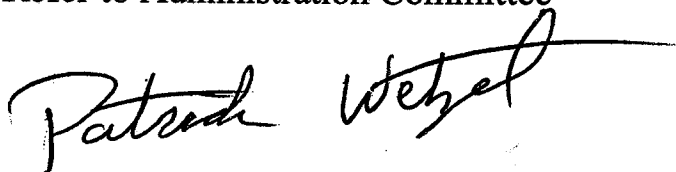
Patrick Wetzel
Brown County Supervisor – District 21
2143 Hilltop Drive
Ashwaubenon, WI 54313

January 21, 2009

Communication:

Request for video access of full Brown County Board of Supervisors meetings on the official Brown County website.

Refer to Administration Committee

A handwritten signature in black ink that reads "Patrick Wetzel". The signature is written in a cursive style with a long horizontal line extending from the end of the word "Wetzel".

Patrick Wetzel
District 21

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

1-21-09

Agenda No.:

Motion from the Floor

I make the following motion:

Review the Process Brown County Highway
User to Purchase Gravel, Sand & Ext.

Signed:

District No.

13

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

1-21-09

Agenda No.:

Motion from the Floor

I make the following motion:

Review the Process we use to
Purchase Medical Supplies

Signed:

District No.

13

(Please deliver to County Clerk after motion is made for recording into minutes.)

PATRICK M. EVANS

Brown County Supervisor – District 10

1692 Nancy Avenue

Green Bay, Wisconsin 54303

(920) 494-5224

patrickevans@att.net

February 18, 2009

To: Administration Committee
Executive Committee
Planning and Development
Internal Auditor

I am requesting an accounting of the County Staff and specifically of Planner Cole Runge's involvement with the City of Green Bay Military Avenue construction project. How much time and County resources were allocated to this project? How much has the City of Green Bay been invoiced for County services?

Respectfully submitted,


Patrick Evans

Adm # Ex

50

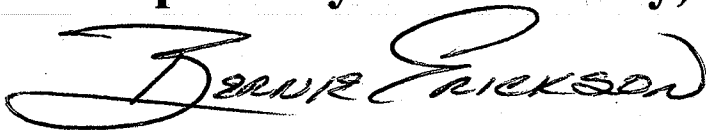
**Communication From
Bernie Erickson
District #7**

In the spirit of the stimulus package I'm recommending that Brown County purchase all goods and services from local companies and vendors within Brown County, whenever possible.

If said goods and services are not available within Brown County then such purchases should be made within the state of Wisconsin before going elsewhere.

A policy of this nature will help to strengthen our local economy.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Bernie Erickson". The signature is written in dark ink and is positioned above the printed name.

Bernie Erickson

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

2-18-09

Agenda No.:

Motion from the Floor

I make the following motion:

OK to see if Lufkin Social
Services is getting paid Double from
County & State for placement of sex offender

Ref. to Admin

Signed:

Blake Dantes

District No.

13

(Please deliver to County Clerk after motion is made for recording into minutes.)

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 17, 2009

TO: Committees and Board of Supervisors
FROM: Lynn A. Vanden Langenberg, *Lynn* Director of Administration
SUBJECT: 2009 Project Resolutions and Financing

The bond financing process requires two separate approvals: 1.) Initial Resolution Authorizing General Obligation Bonds 2.) approval of debt issue.

The following projects are recommended to be funded with Bonding:

Committee	Project	Amount
Administration	Administration (IS) – Infrastructure Fiber optics (additional amount) Voice over internet protocol County-wide video sound recorder Disaster recovery Library integrated software upgrade	\$ 2,160,000
Administration	Facilities – Building System Improvements Central library facility improvements Clerk of courts offices Courthouse hearing rooms	\$ 660,000
Ed & Rec	Zoo – Mayan Food Court, Ticket Booth (addition to the previous amount approved)	\$ 150,000
Planning, Transportation & Development	Highway Projects	\$ 6,645,000
Public Safety	Communications – Building (additional amount)	\$ 1,370,000
Public Safety	Communications – Upgrades CAD Radio – Phase I	\$ 1,925,000
TOTAL		\$12,910,000

The resolution requesting approval for the 2009 projects requires the Committees and Board of Supervisors approval. Please reference pages 287 – 309 in the 2009 Proposed Budget Book for further detail descriptions for each of the 2009 projects. When referencing these pages please remember that subsequent changes have been made at the Committees and Board. These changes in the proposed budget include the additional of two IS projects (Countywide video

sound recorder \$300,000 and Disaster recovery \$350,000; the deletion of highway projects (#11 Highway D; #13 Highway M; # 20 EB reconditioning) which have been funded with additional state roads revenue. Additionally Highway #7 Highway GV is not recommended for bond financing at this time. The NEW Zoo Mayan Food Court has been bid and an additional \$150,000 (non-levy) is needed to complete this project.

Brown County's financial advisor PFM will be providing a presentation on the 2009 financing plan. The financing plan will include a strategy to maximize benefits to Brown County with the recent changes in borrowing and considers the future borrowing needs.

The financing process is a multiple step process. After the Committees and Board of Supervisors approve the project resolutions, the funding of these projects will be advertised by PFM. The actual financing will include the 2009 projects plus funding from projects approved in 2007 and 2008, but not fully financed in prior years.

The financing will be presented at the May 20th Board of Supervisors meeting for approval. Due to the lag in approval and actual receipt of funds, the resolution includes a provision to borrow from the general fund until funds are received from the sale of the bond. If the project resolutions are approved as presented, the financing will consist of the following amounts:

BOND ISSUE:

	<u>Approved</u>	<u>2007/2008 Financed</u>	<u>2009</u>
<u>Financing</u>			
Fiber Optics project	\$ 3,100,000	\$ 1,885,000	\$ 1,215,000 A
2009 Project Resolution			<u>\$ 12,910,000</u>
		BOND FINANCING	\$ 14,125,000

A: The Fiber Optics project is a 3 year project. The financing for this project will occur as follows:

2007	\$ 400,000
2008	\$1,485,000
2009	<u>\$1,215,000</u>
	<u>\$3,100,000</u>

Please contact me (448-4035) with questions you may have regarding the project resolutions or the planned financing. Thank you.

cc: Tom Hinz, County Executive

March 18, 2009

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$12,910,000 CORPORATE PURPOSE GENERAL OBLIGATION BONDS OF
BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE
TIMES

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$2,160,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$2,160,000 for the purpose of paying the cost of information systems infrastructure, including an additional amount for fiber optics, voice over internet protocol infrastructure, county-wide video sound recorder system, disaster recovery and library integrated software upgrade.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such information systems infrastructure shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$660,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$660,000 for the purpose of paying the cost of building systems improvements, including central library facility improvements, clerk of courts offices and courthouse hearing rooms.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such building system improvements shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$6,645,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$6,645,000 for the purpose of paying the cost of highway improvements including the CTH "AAA" (Oneida Street) New Bridge Structure, CTH "NN", CTH "KK", CTH "X", CTH "KB", CTH "G" (Fernando Drive), CTH "V" (East Mason Street), CTH "V" (Lime Kiln Road Reconstruction), CTH "V" (Lime Kiln Road Reconditioning), and CTH "EB" (Cardinal Lane at Woodale Avenue roundabout).

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$1,370,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$1,370,000 for the purpose of paying the costs of constructing and equipping the public safety building, which are in addition to the amount previously authorized.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$1,925,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$1,925,000 for the purpose of paying the costs of upgrading the emergency communications (911) system, including CAD upgrade and Radio – Phase I.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$150,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$150,000 for the purpose of paying the cost of a constructing a Mayan Food Court and ticket booth at the County Zoo, which is in addition to the amount previously authorized.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Reimbursement Resolution

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amounts for each of such projects become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: March 18, 2009

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
EDUCATION AND RECREATION
COMMITTEE
ADMINISTRATION COMMITTEE
PUBLIC SAFETY COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

APPROVED BY:

Thomas J. Hinz
Brown County Executive

Date Signed:

BROWN COUNTY GRANT APPLICATION LOG
February Administration Committee

Date	Department	Grant Title	Grantor Agency	Grant Amount	Match Req'd	Period	Summary Description
1/14/09	Health	Education and Enforcement for Increased Walking and Bicycling in Brown County	WI Division of Public Health	\$20,000	\$0	1/09-6/10	Provides training to local law enforcement agencies on biking and pedestrian laws and safety
1/27/09	Sheriff	Equipment Grant for Dive Team	Office of Justice Assistance	\$5,000	\$0	3/09-12/09	Provides two dive masks with communication capabilities to Dive Team
1/27/09	Sheriff	Training Grant for Dive Team	Office of Justice Assistance	\$60,000	\$0	3/09-12/09	Provides training to Dive Team on underwater evidence recovery
1/21/09	E. Management	Emergency Operations Center Equipment Grant	US Department of Homeland Security	\$90,000	\$22,500	6/09-2/10	Provides computer equipment, furniture, etc. for a new or renovated emergency center
2/9/09	Facility & Park Management	Ridge Point Conservancy Acquisition	Fox River NRDA	\$316,500	varies	varies	Funds would be used to purchase 14 acres of land along the west shore of the Fox River to be kept as a conservancy for BC Parks.
2/6/09	Sheriff	Impaired Driving Enforcement (OWI)	WI DOT Bureau of Transportation Safety	\$45,000	\$11,250	3/09-12/09	Funds additional patrol hours targeting OWI enforcement (match met by current traffic enforcement team duties)
2/6/09	Sheriff	Zero in Wisconsin	WI DOT Bureau of Transportation Safety	\$25,000	\$6,250	3/09-12/09	Funds additional patrol hours targeting OWI, speeding and seat belt enforcement (match met by current traffic enforcement team duties)
2/16/09	Sheriff	HS Law Enforcement Specialty Team Equipment	Office of Justice Assistance	\$65,000	\$0	2/09-6/09	Funds will provide a rapid response vehicle and two full dive masks for Bomb Squad

DEPARTMENT OF ADMINISTRATION

Brown County

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LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 17, 2009

TO: Administration Committee

FROM: Carolyn A. Maricque *CM*
Finance Director

SUBJECT: December 31, 2008 Vehicle Listing

In accordance with your request to submit all county owned vehicles to the Administration Committee semi-annually; the vehicle listing as of December 31, 2008, is attached.

**BROWN COUNTY
VEHICLE LISTING AS OF 12/31/08**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ODOMETER READING	CONDITION
AIRPORT	1980	CHEVY STAKE BED TRUCK CH 16	1/1/1980	41,997	POOR
AIRPORT	1981	CHEVY TRUCK -RESCUE 5	7/8/2005	25,514	FAIR
AIRPORT	1992	FORD 3/4 TON PICKUP CH 19	2/1/1992	63,335	FAIR
AIRPORT	1999	FORD TRUCK F150 CH 25	12/1/1998	63,110	FAIR
AIRPORT	2000	INTERNATIONAL DUMP TRUCK CH 22	10/15/1999	13,226	GOOD
AIRPORT	2000	DODGE TRUCK CH 21	2/22/2000	29,007	GOOD
AIRPORT	2000	CHEVROLET TRUCK-TAHOE CH 32	6/6/2000	105,039	FAIR
AIRPORT	2001	GMC DUMP TRUCK CH 8	6/27/2001	13,424	GOOD
AIRPORT	2003	GMC PICKUP TRUCK CH 29	7/1/2003	25,274	GOOD
AIRPORT	2003	AIP 30 SECURITY PATROL VEHICLE-PATROL 6	1/1/2003	8,757	GOOD
AIRPORT	2004	FORD TRUCK - PATROL 8	5/11/2004	110,546	FAIR
AIRPORT	2007	FORD EXPEDITION- CH 2	11/17/2006	16,980	GOOD
AIRPORT	2008	FORD TRUCK - CH 26	10/31/2007	4,779	EXCELLENT
AIRPORT	2008	FORD EXPEDITION CH 1	6/19/2008	2,950	EXCELLENT
AIRPORT	2008	2008 FORD CV PATROL #7	6/13/2008	5,316	EXCELLENT
FACILITY MANAGEMENT	1988	FORD VAN BLUE (ELECTRICAL) T-8	12/31/1990	80,440	GOOD
FACILITY MANAGEMENT	1991	CHEVY VAN - DARK GREEN T-3	3/13/1991	67,255	FAIR
FACILITY MANAGEMENT	1996	CHEVY TAHOE 4X4 T-12	7/16/1996	61,913	FAIR
FACILITY MANAGEMENT	1997	CHEVY TRUCK WHITE TAHOE - MAIL TRUCK T-13	4/2/1997	63,041	GOOD
FACILITY MANAGEMENT	1997	FORD CROWN VICTORIA C-14	2/1/2001	176,229	FAIR
FACILITY MANAGEMENT	1998	CHEVY TRUCK 4X4 T-14	8/14/1998	51,813	GOOD
FACILITY MANAGEMENT	1999	CHEVY TRUCK (JAIL) 4X4 T-16	6/1/1999	34,000	GOOD
FACILITY MANAGEMENT	2001	INTERNATIONAL TRUCK	7/27/2001	13,656	GOOD
FACILITY MANAGEMENT	2001	DODGE DAKOTA TRUCK T-18	3/28/2001	45,008	GOOD
FACILITY MANAGEMENT	2001	DODGE RAM 2500 - VAN MHC T-19	2/27/2001	41,000	GOOD
FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-18	2/5/2007	105,754	GOOD
FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-20	2/5/2007	136,675	GOOD
FACILITY MANAGEMENT	2001	FORD SUPER DUTY TRUCK (JAIL) T-20	2/13/2001	18,700	GOOD
FACILITY MANAGEMENT	2002	FORD WINDSTAR T-28	5/18/2005	77,025	GOOD
FACILITY MANAGEMENT	2008	FORD SUPER DUTY TRUCK F250 GOLD T-32	6/5/2008	2,214	NEW
GOLF COURSE	1989	FORD 1/2 TON PICKUP 150	4/26/1989	178,070	VERY POOR
GOLF COURSE	1978	CHEVY C60 DUMP TRUCK DELUXE	1/1/1987	44,617	POOR
GOLF COURSE	1998	CHEVY-TRUCK	6/1/1998	132,802	FAIR
HIGHWAY	1991	FORD PICKUP - BRIDGE CREW	2/26/1991	127,800	FAIR
HIGHWAY	1992	CHEVROLET VAN - ELECTRICIAN	1/1/1997	97,773	POOR
HIGHWAY	1993	CHEVROLET BLAZER	3/22/1993	62,614	POOR
HIGHWAY	1995	CHEVROLET TRUCK (TIRE TRUCK)	6/20/1995	151,880	FAIR
HIGHWAY	1996	CHEVROLET 1-TON DUMP TRUCK	6/18/1996	112,221	FAIR
HIGHWAY	1996	CHEVROLET 1-TON DUMP TRUCK	6/18/1996	148,247	POOR
HIGHWAY	1996	CHEVROLET PICKUP - MECHANIC SHOP	6/18/1996	68,342	FAIR
HIGHWAY	1997	CHEVROLET 1-TON DUMP TRUCK	7/1/1997	197,058	POOR
HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	7/1/1997	56,697	FAIR
HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	7/1/1997	101,913	FAIR
HIGHWAY	1998	CHEVROLET VAN - ENGINEERING	6/2/1998	61,643	GOOD
HIGHWAY	1998	CHEVROLET 4/4 PICKUP-DD	6/23/1998	152,786	FAIR
HIGHWAY	1999	CHEVROLET 1-TON DUMP TRUCK	6/15/1999	198,790	POOR
HIGHWAY	2000	CHEVROLET TAHOE - SHOP	5/16/2000	64,791	GOOD
HIGHWAY	2000	FORD EXPEDITION - RS	3/21/2000	57,450	GOOD
HIGHWAY	2000	CHEVROLET PICKUP-(CREW)BOARD #296	8/1/2000	110,169	GOOD
HIGHWAY	2000	CHEVROLET 1-TON DUMP TRUCK	6/27/2000	176,769	POOR
HIGHWAY	2000	CHEVROLET 1-TON DUMP TRUCK	6/27/2000	89,129	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	4/25/2000	115,521	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	4/25/2000	120,460	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	4/25/2000	122,140	FAIR
HIGHWAY	2000	CHEVROLET PICKUP - 6	5/23/2000	114,696	FAIR
HIGHWAY	2001	FORD VAN - STOCKROOM	3/13/2001	134,165	GOOD
HIGHWAY	2001	FORD AERIAL LIFT TRUCK - ELECTRICIAN	3/13/2001	124,298	GOOD
HIGHWAY	2001	FORD PICKUP	2/20/2001	83,005	GOOD
HIGHWAY	2001	FORD PICKUP	2/20/2001	89,570	GOOD
HIGHWAY	2001	FORD PICKUP	2/20/2001	85,799	GOOD
HIGHWAY	2001	FORD PICKUP	2/20/2001	93,176	GOOD
HIGHWAY	2001	CHEVROLET PICKUP (4X4)-Eng	3/27/2001	157,764	FAIR
HIGHWAY	2001	FORD SEDAN	4/27/2001	154,988	FAIR
HIGHWAY	2002	FORD 1-TON DUMP TRUCK	5/28/2002	161,177	FAIR
HIGHWAY	2002	FORD PICKUP	5/28/2002	97,589	GOOD
HIGHWAY	2002	FORD PICKUP - BLDG	5/28/2002	73,355	GOOD
HIGHWAY	2003	GMC PICKUP (4X4, 1/2 TON)-KR	3/31/2003	166,150	FAIR
HIGHWAY	2003	GMC PICKUP (4X4, 1/2 TON)-GH	3/31/2003	122,967	GOOD
HIGHWAY	2003	FORD 1-TON DUMP TRUCK	4/28/2003	75,469	FAIR
HIGHWAY	2004	FORD SEDAN	5/12/2004	129,759	GOOD
HIGHWAY	2004	GMC PICKUP - SHOP	6/1/2004	32,171	EXCELLENT

**BROWN COUNTY
VEHICLE LISTING AS OF 12/31/08**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ODOMETER READING	CONDITION
HIGHWAY	2004	GMC 1-TON PICKUP - 6	6/14/2004	69,570	GOOD
HIGHWAY	2004	GMC 1-TON PICKUP - 6	6/14/2004	71,638	GOOD
HIGHWAY	2004	GMC 1-TON PICKUP - 6	6/14/2004	70,773	GOOD
HIGHWAY	2005	GMC 1-TON PICKUP - 6	4/11/2005	54,788	GOOD
HIGHWAY	2005	GMC 1-TON PICKUP - 6	4/11/2005	47,992	GOOD
HIGHWAY	2005	GMC PICKUP (TRAFFIC) BOARD	4/11/2005	60,996	GOOD
HIGHWAY	2006	GMC 1-TON DUMP TRUCK	5/10/2006	59,961	GOOD
HIGHWAY	2006	GMC 1-TON DUMP TRUCK	5/10/2006	82,601	GOOD
HIGHWAY	2006	GMC PICKUP (TRAFFIC) BOARD	6/1/2006	32,401	EXCELLENT
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (STATE)	4/25/2006	48,896	GOOD
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (BRIDGE)	4/25/2006	46,923	GOOD
HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (PAVING)	4/25/2006	37,018	GOOD
HIGHWAY	2007	GMC PICKUP (4X4, 1/2 TON)-RB	6/1/2007	35,271	EXCELLENT
HIGHWAY	2007	GMC 1-TON PICKUP - REG CAB	6/1/2007	11,423	EXCELLENT
HIGHWAY	2007	GMC PICKUP - MECHANIC SHOP	6/1/2007	20,401	EXCELLENT
HIGHWAY	2008	FORD SEDAN - EK	4/23/2008	14966	EXCELLENT
HIGHWAY	2008	GMC 1-TON PICKUP - 6	10/1/2007	17,283	EXCELLENT
HIGHWAY	2008	CHEVROLET TRK C3500 HD REG CAB	7/28/2008	10835	EXCELLENT
HUMAN SERV-SHELTER	1999	PLYMOUTH TRUCK - VOYAGER	9/1/2002	58,175	GOOD
HUMAN SERVICES	2003	FORD WINDSTAR 7 PASSENGER	12/1/2003	172,000	GOOD
HUMAN SERVICES	2008	CHEVY UPLANDER WHLCHR TRNSPRT	10/10/2007	16,000	EXCELLENT
HUMAN SERVICES	2008	CHEVY IMPALA 4 DOOR SEDAN	6/10/2008	18,000	NEW
HUMAN SERVICES CTP	1990	CHEVY CAPRICE SEDAN	1/20/1998	180,000	FAIR
HUMAN SERVICES CTP	2002	FORD ECONOLINE WAGON-E-150T GOLD	5/1/2002	54,616	GOOD
HUMAN SERV - JOB SERVICES	1999	MERCURY SABLE	3/14/2002	125,000	GOOD
INFORMATION SERVICES	2002	CHEVY EXPRESS VAN/BL	2/24/2004	86,465	GOOD
INFORMATION SERVICES	2003	CHEVY TRUCK/VAN/SILVER	6/12/2007	81,220	GOOD
LAND	1993	CHEVY CAPRICE CAR #5	5/18/1994	161,906	POOR
LAND	1995	FORD BRONCO RED 4 -CAR #9	8/1/2000	138,816	POOR
LAND	1997	DODGE INTREPID 4 DR, MAROON CAR #3	3/10/2008	65,913	GOOD/FAIR
LAND	1998	DODGE DAKOTA TRUCK-BLE TRK #2	2/16/2007	125,102	GOOD
LAND	1998	DODGE DAK TRK-BLE W/SHELL TRK #4	2/20/2007	72,435	GOOD
LAND	1999	DODGE CARAVAN VAN #1	1/4/2008	71,689	GOOD
LIBRARY	1993	BLUE BIRD-BUS-BOOK MOBILE	12/31/1994	95,063	FAIR
LIBRARY	1994	CHEVY C1500 1/2 TON PICKUP	3/25/1994	153,081	POOR
LIBRARY	2001	CHEVY CARGO VAN	3/23/2001	89,526	FAIR
MHC - HUMAN SERV.BAYVIEW	1993	FORD CLUB WAGON XLT VAN	5/25/2004	70,517	GOOD
MENTAL HEALTH	1995	CHEVY CAPRICE 4-DOOR	10/10/1996	231,336	GOOD
MENTAL HEALTH	2000	CHEVY K2500 TRUCK	4/20/2000	16,787	FAIR
MENTAL HEALTH	2000	FORD TAURUS - BLACK	12/12/2001	100,361	GOOD
MENTAL HEALTH	2002	CHEVY EXPRESS (15 PASSENGER VAN)	6/4/2003	50,760	EXCELLENT
MENTAL HEALTH	2003	GMC SIERRA TRUCK	4/16/2003	31,851	GOOD
MENTAL HEALTH	2003	DODGE INTREPID	5/13/2003	53,289	EXCELLENT
MUSEUM	1993	CHEVY TRUCK-ASTRO VAN	5/17/1997	126,420	FAIR
PARK/FAIRGROUNDS #20	1989	FORD 1/2 TON PICKUP F150	4/26/1989	127,293	FAIR
PARK/FAIRGROUNDS #14	1993	FORD F150 PICKUP	4/6/1993	124,787	GOOD
PARK/FAIRGROUND #1	1997	FORD TRUCK	5/7/1997	129,546	GOOD
PARK/BARKHAUSEN #21	1997	FORD TRUCK-GREY 3/4 TON #21	4/25/1997	104,619	FAIR
PARK/REFORESTATION #25	1998	CHEVY TRUCK	6/28/1998	57,672	FAIR
PARK/BARKHAUSEN #7	1998	CHEVY TRUCK	8/14/1998	71,640	FAIR
PARK/BAYSHORE #23	1998	CHEVY TRUCK 1/2 TON PICK-UP	4/30/1998	122,774	GOOD
PARK/PAMPERIN #4	1997	FORD TRUCK -CLUB WAGON	2/15/1999	125,996	FAIR
PARK/BARKHAUSEN #3	2002	GMC 1/2 TON PICKUP TRUCK	12/31/2001	92,368	GOOD
PARK/PAMPERIN #2	2002	FORD F350 PICKUP TRUCK	12/31/2001	53,984	GOOD
PARK/FAIRGROUND #5	2002	INTERNATIONAL TRUCK 4400 4 X 2	5/7/2002	28,004	GOOD
PARK/PAMPERIN #6	2004	FORD TRUCK (DARK GREEN)	6/21/2004	29,203	GOOD
PARK/FAIRGROUND #9	2005	CHEVROLET TRUCK SILVERADO	6/15/2005	42,918	GOOD
PARK/REFORESTATION #12	2006	GMC TRUCK SIERRA 2500HD	5/11/2006	17,488	GOOD
PARK/FAIRGROUND #18	2007	FORD RANGER PICKUP TRUCK	5/22/2007	19,489	GOOD
PARK/BARKHAUSEN #15	2008	FORD TRUCK F250	6/5/2007	14,230	EXCELLENT
PARK/PAMPERIN #11	2000	CROWN VICTORIA	5/22/2006	143,223	FAIR
PARK/ FAIRGROUND #10	2008	FORD F150XL PICKUP 4X2 REG CAB GREEN	5/5/2008	7,555	EXCELLENT
PARK/PAMPERIN #22	2008	FORD F250XL SUPER DUTY PICKUP 4X4 REG CAB	5/28/2008	7,331	EXCELLENT
PLANNING	2001	CHEVY BLAZER TRUCK	2/5/2004	69,791	GOOD
PORT & SOLID WASTE	1997	FORD TAURUS - 4 DOOR	5/25/2004	153,248	FAIR
PORT & SOLID WASTE	1996	FORD F150 4DR, XLT, GREEN	3/21/2008	102,400	FAIR
PORT & SOLID WASTE	2006	FORD F-150 PICKUP TRUCK	7/17/2006	30,978	EXCELLENT
PUBLIC SAFETY	1992	HAZMAT UD1800E FORD TRUCK-EMERG.GVT.	10/4/1991	5,776	POOR
PUBLIC SAFETY	1992	FORD AMBULANCE	6/18/1998	55,643	POOR
PUBLIC SAFETY	2001	FORD EXCURSION - WHITE	12/1/2003	70,694	FAIR

**BROWN COUNTY
VEHICLE LISTING AS OF 12/31/08**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ODOMETER READING	CONDITION
SHERIFF	1970	CHEVY CORVETTE	1/1/2000		POOR
SHERIFF	1987	CHEVY QUEB	11/14/2001		FAIR
SHERIFF	1987	FORD F600	1/1/1987		POOR
SHERIFF	1989	FORD F350	5/22/2007		FAIR
SHERIFF/EMERGENCY MGT	1992	UD SEMI	10/31/1991		GOOD
SHERIFF/EMERGENCY MGT	1992	FORD E 350	8/18/1998		FAIR
SHERIFF	1996	CHEVY AMBULANCE	5/22/2007		FAIR
SHERIFF	1997	FORD F250	9/25/2005		FAIR
SHERIFF	1998	CHEVY SUBURBAN	10/26/2005		FAIR
SHERIFF	2001	CHEVY MALIBU	2/16/2002		FAIR
SHERIFF	2001	CHEVY MALIBU	2/16/2002		GOOD
SHERIFF	2001	FORD F150	1/1/2000		GOOD
SHERIFF	2001	FORD TAURUS	1/27/2005		GOOD
SHERIFF	2001	FORD TAURUS	3/31/2005		GOOD
SHERIFF	2002	FORD TAURUS	2/25/2004		GOOD
SHERIFF	2003	CHEVY VAN	7/10/2003		FAIR
SHERIFF	2003	FORD TAURUS	11/12/2004		GOOD
SHERIFF	2004	FREIGHTLINER BOMB SQUAD TRK	2/11/2004		GOOD
SHERIFF	2004	FORD TAURUS	8/15/2006		GOOD
SHERIFF	2005	FORD CROWN VICTORIA	3/3/2005		GOOD
SHERIFF	2005	FORD CROWN VICTORIA	3/3/2005		GOOD
SHERIFF	2006	CHEVY VAN	4/18/2006		GOOD
SHERIFF	2006	CHEVY VAN	4/19/2006		GOOD
SHERIFF	2006	FORD CROWN VICTORIA	6/9/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA	6/5/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA	6/5/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA	6/5/2006		FAIR
SHERIFF	2006	FORD CROWN VICTORIA	6/5/2006		FAIR
SHERIFF	2008	FORD CROWN VICTORIA	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	8/13/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	8/13/2007		GOOD
SHERIFF	2008	HD MOTORCYCLE	8/29/2007		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/24/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SHERIFF	2008	FORD CROWN VICTORIA	4/23/2008		GOOD
SURVEY	2000	FORD F150 TRUCK	1/8/2003	75,608	FAIR
SYBLE HOPP	1996	DIAMOND VAN, FORD CHASSIS (APPLE VAN)	2/1/1996	29,139	FAIR
SYBLE HOPP	1998	CHEVY EXPRESS VAN (DUKE VAN)	1/1/1998	53,734	GOOD
SYBLE HOPP	2000	CHEVY TRUCK - 8 PASSENGER (BROWN VAN)	5/18/2000	53,594	GOOD
SYBLE HOPP	2000	FORD 009 TRUCK (HARRY VAN)	3/31/2001	26,355	GOOD
SYBLE HOPP	2002	BLUEBIRD SCHOOL BUS	10/19/2001	41,311	GOOD
ZONING	1991	FORD RANGER CUSTOM PICKUP	1/18/1991	108,380	POOR
ZONING	1994	CHEVY PICKUP 1/2 TON C1500	3/21/1994	132,003	POOR
ZONING	2002	GMC SONOMA TRUCK	5/7/2002	65,156	GOOD
ZOO	2003	CHEVY TRUCK CARGO VAN - ZOOMOBILE	12/31/2003	53,118	EXCELLENT
ZOO	2005	GMC TRUCK - PICKUP	4/11/2005	30,090	EXCELLENT

ADMINISTRATIVE SERVICES DIVISION 2008 TO 2009 CARRYOVER FUNDS

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROVED BY COUNTY BOARD COMMITTEE</u>
<u>Administration</u>				
Professional Services	10-3210-500908	Financial System Initiative	37,500	
Temporary Replacement Help	10-3210-500906	Assistance during Financial System Implementation	23,948	
			<u>37,500</u>	
<u>Administration - Information Services</u>				
Software Maintenance	70-2210-500306	SmartTime Maintenance - IS	20,500	
Hardware Maintenance	70-2210-500307	IBM AS400 Disaster Recovery - IS	10,600	
Computer Software	70-2210-500339	Software to Control Mobile Devices - IS	11,845	
Computer Software	70-2210-500339	Help Desk/Change Management - IS	2,000	
Computer Software	70-2210-500339	Cisco Wireless Management Software - IS	32,000	
Travel, Conference & Training	70-2210-500401	Blade Center/VM Ware/SAN - IS	1,600	
Other Utilities	70-2210-500607	Data center for New Communications Center - IS	27,700	
Professional Services	70-2210-500908	Web Services/Development - IS	36,025	
Professional Services	70-2210-500908	Network Security Consulting/Enhancements - IS	41,090	
Professional Services	70-2210-500908	Network Security Audit - IS	10,000	
			<u>193,360</u>	
Supplies and Expense	70-2210-500302	Wireless Adapters - Library	3,399	
Software Maintenance	70-2210-500306	Envisionware Maintenance - Library	5,743	
Computer Software	70-2210-500339	Plant Control System - Highway	36,000	
Equipment Non-Outlay	70-2210-500395	Plant Control System - Highway	14,000	
Equipment Non-Outlay	70-2210-500395	Automation Project - Library	13,000	
			<u>68,743</u>	
<u>Human Resources</u>				
Professional Services	10-6401-500908	Legal Fees	17,335	
Other Contracted Services	10-6401-500930	Management Training Initiative	41,826	
Salary Adjustments	10-6401-501340	Reclassifications and Review of Class/Comp	150,000	
			<u>209,161</u>	

PLEASE NOTE: These are the available funds at this time. They may be changed for any audit or adjusting entries.

Health and Dental Insurance

Wellness Programs

70-6460-500963 Continuation of Health Risk Assessment Initiative 33,215

Workers Compensation Insurance

Professional Services

70-6462-500908 Completion of Safety Consultant Contract 15,597

Facility Management

Outlay

10-5410-509010 Sophie Beaumont Cameras/DVR Upgrade 10,000

Outlay

10-5410-509010 Courthouse Cameras/DVR/Controls Upgrade 10,000

Outlay

10-5410-509010 Northern Building A/C Compressors 16,234

Outlay - Other

10-5410-509050 Northern Building Office Rearrangements 28,000

Outlay - Other

10-5410-509050 Emergency Operations Center Electrical 30,100

94,334

Approved by the County Executive

Don King
Signature

3/17/09
Date

Don King

PLEASE NOTE: These are the available funds at this time. They may be changed for any audit or adjusting entries.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: February 12, 2009
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR January 2009

Hires:**Full-Time:**

Assistant Zookeeper	1
Clerk/Typist I	1
Clerk/Typist II	1
Correctional Officer	2
Nursing Assistant	1
Staff Attorney	1

Part-Time:

Food Service Worker	1
Library Clerk	2
Switchboard/Receptionist	1

Limited Term/Seasonal/On-Call:

Bailiff	4
Summer Law Clerk	1
Temp - IS	1
Temp - Treasurer	1

Resignations:**Full-Time:**

Account Clerk I	1
Correctional Officer	2
Economic Support Specialist I	1
Office Manager I	1

Part-Time:

Administrative Secretary	1
Library Clerk	1

Limited Term/Seasonal/On-Call:

Co-op - District Attorney	1
Co-op - UW Extension	1
Horticulture Assistant	1
Summer Law Clerk	1
Temp - Human Services	1

TOTAL RESIGNATIONS: 12**TOTAL HIRES: 18****Current Employees:**

Regular Employees: 1449 (1365.48 FTE's)

Extra Help: 208

Total Employees: 1657

HUMAN RESOURCES DEPARTMENT

Brown County

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HUMAN RESOURCES MANAGER

TO: Debbie Klarkowski, PHR
Human Resources Manager

FROM: Nick Evgenides
Risk/Benefits Administrator

RE: Recommendations for Security Program Implementation

DATE: February 17, 2009

Issue all employees with new standardized ID badges, consistent with Brown County Code 4.88. Exceptions, Airport, Sheriff's Department and Jail staff.

Incorporate access technology into the ID badges for the Northern Building, Sophie Beaumont Building, Courthouse, Law Enforcement, Jail, UW Extension, Museum, and other county facilities equipped with swipe technology. Incorporate category access for each group of employees, regular full-time, part-time, interns, and students. Receive approval from the County Executive and appropriate committees.

Categories of Access
Cameras

Develop and/or revise existing safety and security policies and procedures for all operations and locations. Train all department heads and managers in the specific safety and security programs and impress upon them the responsibility to train staff:

- Panic (Duress) Buttons
- Reporting in absences
- Communication with remote employees
- Updating demographic and contact information
- Workplace violence
- Emergency call procedure for the same

Develop a County-wide Safety Committee assigned with the responsibility of revising and implementing a comprehensive "Employee Security Plan" to evaluate:

- Develop a formal mission statement

- Assess current facilities physical security
- Complete a threat assessment and categorize as such:

Building Security

3 Levels

-General

-Secure

-High Security

Facility/Department Exceptions

Airport

Library

Highway

Solid Waste

- Schedule drills on workplace violence, emergency response, AED, summoning help and/or reporting employee/public incidents
- Review program and initiate improvements (visitors and contractors)
- Review program for Elevator and other security issues that arise from assessments.
- Review program for transportation with fleet cars, use of seatbelts, passengers, emergency call procedure.
- Review Contingency/Continuity Plan

Develop committee assigned with the responsibility of implementing and revising a comprehensive Emergency Action Plan Procedure that will initiate Drills semiannually or quarterly for:

- Severe weather
- Fire
- Hazardous Spill/Environmental issue
- Unscheduled

SECURITY PROGRAM IMPLEMENTATION PLAN 2009					
ACTIVITY	WHO IS RESPONSIBLE	TARGET		PROJECT COMPLETE	
		START	END		(Y/N)
Develop Policy / Procedures					

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